Updating Contact Information in Campus Parent Portal
Spring Lake Park Schools

Welcome to the new school year! Spring Lake Park Schools uses a variety of methods to communicate with our families concerning your child's education. It is important that we have current contact information to provide you with school communications and notices, and to secure a way to get hold of you in the event of an emergency or school closing. With the start of another school year, it is important for all parents and guardians to update student and family contact information that is included in the Infinite Campus Parent Portal system.

All parents have a Parent Portal Account. Below are steps to submit a request to have your contact information updated.

Please take a moment and login to the Parent Portal and review and, if necessary, update your child's information. The link to the Parent Portal is provided below.

If you need help logging in, contact the district's Technology Service department at techsupport@district16.org.

Login to Campus Parent Portal - https://campus.springlakeparkschools.org

If your family has more than one student enrolled in Spring Lake Park Schools, select the student's name at the top of the screen. Make sure to update the information for all students in your family.

To update your household contact information:
Select **MORE** from the left-hand column

Next, choose your category to update

Address Information	>
Assessments	>
Behavior	>
Demographics	>
Family Information	>
Health	>
Important Dates	>
Learning Tools	>
Lockers	>
Transportation	>
Activity Registration	>
Food Service Pin Number	>
Newsletters	>
Parent Accounts	>
Online Registration	>
Absence Requests	>

NOTE: Families **cannot** update their address information through the portal. They must contact the enrollment office at 763-600-5018 to update this information as we need to have proof of residency information on file.

You can request a home phone update from this page.

Flint 5 Household

Please review the information that we have on file for your household. You can request a change by clicking on the change request button. You will then be able to enter a request to update the information. The district office will review the request and approve or deny the changes. You will receive notifications of the status of your request in your message inbox.

If you see something that is incorrect and you are unable to submit the change online you can call our enrollment office at 763-600-5018 and they can help you with the changes.

Phone
No data   Update

Primary (Mailing)
1234 BEDROCK ST
BEDROCK, MN 55433

Demographics

Demographic information can be updated or clarified from this page.

Student Demographics

Please review the information that we have on file for your student. You can request a change by clicking on the change request button. You will then be able to enter a request to update the information. The district office will review the request and approve or deny the changes. You will receive notifications of the status of your request in your message inbox.

If you see something that is incorrect and you are unable to submit the change online you can call our enrollment office at 763-600-5018 and they can help you with the changes.

Name
Barney A Flint

Birthday	**Gender**	**Pronouns**
05/01/2000	Male	*No data*

Hispanic/Latino	**Race**
Y	Native Hawaiian or Other Pacific Islander

Hispanic Subcategory
Colombian
Guatemalan
Puerto Rican
Salvadoran
Spaniard/Spanish/Spanish-American

Race Subcategory
No data

Race Ethnicity
5: White, not Hispanic**

[Update]

Family Information

Family contact information and relationships can be updated.

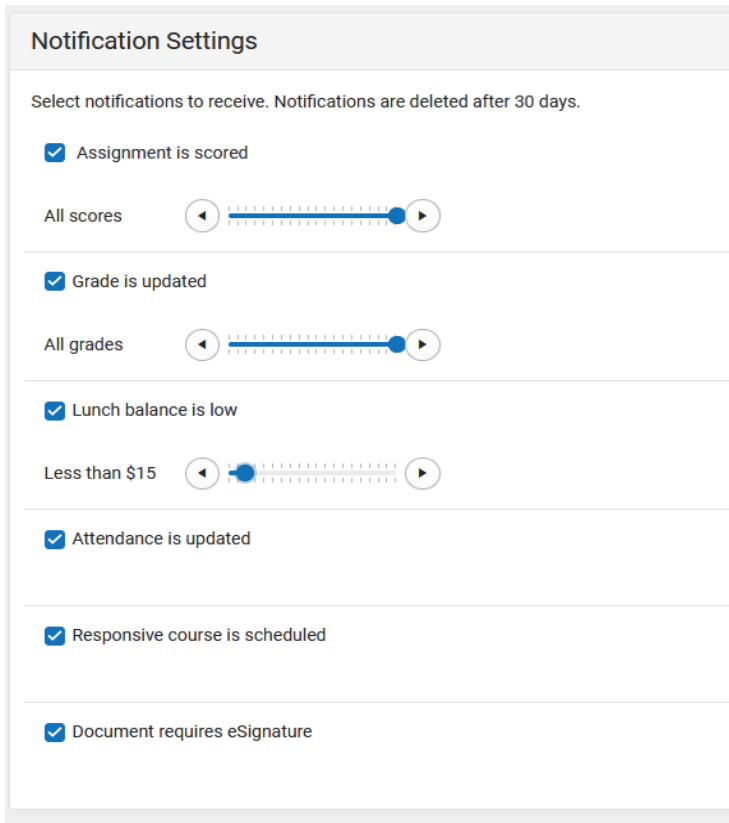NOTE: Changes in guardianship must be submitted directly to the District Service Center with proper documentation.

Contact Information

Phone	**Email**	
Cell: (763)795-5911	test@district16.org	[Update]
Other: (763)795-5912		

Relationships

Relationship	**Phone**	**Email**	
Father	Cell: (763)123-1234	29BFlint@mypanthers.org	[Update]
BamBam Flint (Guardian)	Other: (555)555-5555		

BamBam Flint

Contact Information

Phone	**Email**	
Cell: (763)123-1234	29BFlint@mypanthers.org	[Update]
Other: (555)555-5555		

Relationships

Relationship	**Phone**	**Email**	
Father	Cell: (763)795-5911	test@district16.org	[Update]
Fred Flint (Guardian)	Other: (763)795-5912		

Notification settings

Select **settings** from the upper right corner
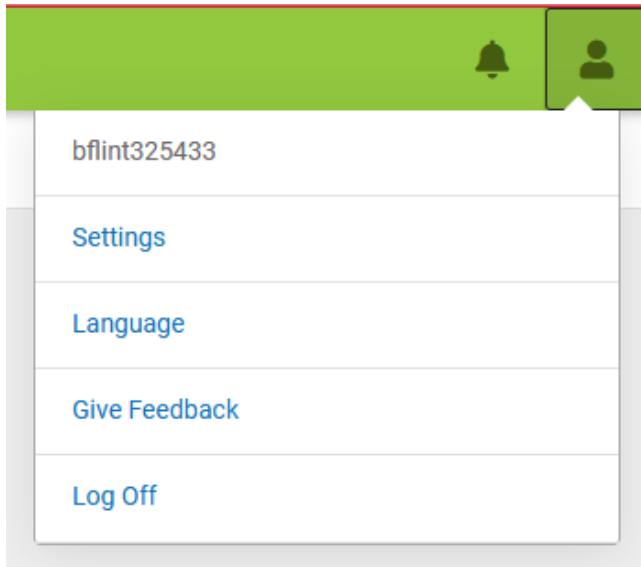
Select **Notifications** and adjust to desired preferences.

Click **SAVE** before exiting.